Appendix D
Instructions for Preparing the Unit Maintenance Profile (UMP),
Army Award for Maintenance Excellence

D–1. General

a. The UMP will be prepared in the format prescribed in this Appendix, and submitted in a three-ring binder not to exceed one inch in thickness. Binder covers will be labeled with the category of competition, unit designation, location, MACOM, MTOE/TDA number, Force Activity Designator (FAD), complete mailing address (include building number), zip code or Army Post Office, message address, and DSN and/or commercial phone numbers.

b. All evaluation areas must be addressed, either in a narrative or supporting table/figure format. Items not applicable to the unit should be identified and a brief explanation provided.

c. UMP submissions should be unclassified. Essential classified information (up to SECRET) may be submitted; however, it must be marked and submitted separately by forwarding in accordance with physical security guidelines. If a classified packet is submitted, the nominating organization/command must notify the USAOC&S, ATSL–AAME, by phone or fax not less than three days before mailing the packet. Any portion of the unit's name, mission, location, or packet that is not releasable for publicity should be specified to USAOC&S, ATSL–AAME.

d. UMP submissions are to forwarded by registered mail the Commander, U.S. Army Ordnance Center and School (USAOC&S), ATTN: ATSL–AAME, Aberdeen Proving Ground, MD 21005–5201. Nominations must arrive NLT 15 December following the fiscal year of competition.

D–2. Table of Contents.

List all parts and tabs of the UMP in the table of contents. (Sample format at Figure D–l.)

D–3. Part I Administrative.

a. Tab A–Mission Statement. Explain what the unit does in quantifiable terms, including the size of the area of operations, miles traveled in support of the mission, the number of personnel involved, and numbers and type of equipment maintained (e.g., vehicles, aircraft, weapons, communications-electronics, medical, nuclear, biological, chemical, and mess).

b. Tab B–Endorsements. Provide endorsements by the chain of command, including the MACOM commander.

c. Tab C–Unit Points of Contact. Provide the name, rank, position, unit address, and DSN/commercial telephone numbers of the primary and alternate unit POCs.

d. Tab D–MTOE/TDA and Personnel/Equipment Fill Data.

(1) Provide a recapitulation of required and authorized personnel and equipment. If applicable, also include equipment summaries from documents (e.g., support agreements) that list other equipment on which unit-level maintenance is performed.

(2) Personnel fill. List personnel authorized strength and percent of fill; monthly for active units and quarterly for reserve units. Indicate percent of fill for each military and civilian occupational specialty. (Sample format at Figure D–2.)

(3) Equipment overages and shortages. List end of year percent of fill for all authorized equipment. (Sample format at Figure D–3.)

D–4. Part II Areas of Evaluation

Part II consists of four areas of evaluation: Readiness; Maintenance Management; Maintenance Training; and Leadership and Innovation. Narratives and data cover one year of data accumulated during the fiscal year of competition. The narrative for each area should not exceed two typewritten pages. Supporting documentation (if required) may be provided in enclosures which will not count against the narrative page limit. Sample formats are provided for assistance, but alternate formats are acceptable.

a. Tab A–Readiness (TAQ Categories: Business Results and Customer Satisfaction). This evaluation area focuses on the organization's overall mission performance, its ability to meet command expectations and mission requirements, and its success in improving operations.

(1) Briefly describe the unit readiness posture in terms of monthly (Active Component) or quarterly (Reserve Component) operational availability rates of equipment maintained. Do not submit actual readiness reports; summaries are sufficient. (Sample format at Figure D–4).

(2) Briefly describe the results of command inspections and evaluations, e.g., local maintenance evaluation team (MET), roll–out exercises, alerts, roadside spot checks, annual training evaluations, and similar exercises.

(3) Describe significant accomplishments or problem resolution in this area which have improved unit readiness or customer satisfaction.

b. Tab B–Maintenance Management. (TAQ category: Process Management). This evaluation area focuses on the key processes and components necessary for an effective maintenance program, and how they are monitored, managed, and improved to support maintenance excellence. Include the following:

(1) Index of Standing Operating Procedure.

(2) Management of Class II, III, VIII and IX Supplies. Explain how the unit manages these classes of supply in support of the unit maintenance program to include: number of authorized PLL lines, percent of PLL zero balances by month, percent of high priority requests submitted by month, percent of requisitions rejected by month, control and turn-in of excess parts, and repair and return of reparable. (Sample format at Figure D–5.)

(3) Tool Control. Explain unit accountability, inventory, maintenance and security of tools.

(4) Management of Test, Measurement, and Diagnostic Equipment (IMDE). Explain unit accountability, calibration and security of TMDE. List delinquency rates, and monitoring procedures.

(5) Management of Army Oil Analysis Program (AOAP). Explain the unit program to include: delinquent sample rate, equipment enrolled, personnel involved, etc.

(6) Availability and use of publications. Explain unit management to ensure current publications and enforce usage.

(7) Quality assurance/quality control program. Describe the unit program to ensure quality repairs performed to standard.

(8) Hazardous waste management. List compliance with environmental laws and hazardous waste materials management procedures.

(9) Significant accomplishments and problem resolutions in maintenance management.

c. Tab C–Maintenance Training. TAQ category: Human Resource Development and Management. This evaluation area describes how the unit evaluates maintenance skills and training needs; the programs used to provide and improve these skills; award and incentive programs to recognize excellence; and unit safety programs. Briefly describe the unit's involvement in each of the following programs. Include one monthly training schedule and discuss how maintenance related deficiencies/weaknesses were incorporated as part of the unit's training program.

(1) Drivers Training. Describe the program and its effectiveness.

(2) Cross–Training. Discuss purpose and effectiveness of the training.

(3) Field Training Exercises, (e.g. ARTEP, ExEval FTX, STX, CPX, etc.) Discuss purpose, scope, effectiveness, and maintenance strengths/weaknesses identified during the training.

(4) Professional development training to enhance maintenance excellence. Discuss correspondence courses, installation, college, Regional Training Sites–Maintenance, and service school course participation.

(5) Maintenance–related award and incentive programs.

(6) Significant accomplishments or problem resolution in this area.

d. Tab D–Leadership and Innovation. TAQ category–Leadership.

This evaluation area focuses on the personal leadership and involvement of the commander and the chain of command in communicating maintenance standards and expectations, fostering stewardship of maintenance resources, and encouraging excellence at all levels of the organization.

(1) Describe unit policies and procedures that focus command and leadership emphasis on unit level maintenance and quality of the total maintenance effort.

(2) Explain innovative ways the unit has executed Army policy and regulatory requirements, to include cost savings/avoidance.

D–5. Part III—Additional Information.

a. Tab A–Nominee information. Include the name, grade, and SSN of the unit commander, first sergeant, maintenance officer/NCO, and those civilian personnel most directly associated with the unit or activity maintenance achievement. Information should be releasable for hometown news releases and publicity media. Use DD Form 2266, (Information for Hometown News Release).

b. Tab B–Pictures, articles and general information items. These items are optional and should support the UMP, but will not be evaluated. Films, video tapes, and storage diskettes will not be accepted.

UMP Table of Contents
(Prepared by the submitting unit

Part I. Administrative

    Tab A. Mission Statement

    Tab B. Command/MACOM Endorsements

    Tab C. Unit Points of Contact

    Tab D. MTOE/TDA and Personnel/Equipment Fill Data

Part II. Areas of Evaluation

    Tab A. Readiness

    (1) Narrative (maximum of 2 pages)

    (2) Enclosures (supporting documentation)

    Tab B. Maintenance Management

    (1) Narrative (maximum of 2 pages)

    (2) Enclosures (supporting documentation)

    Tab C. Maintenance Training

    (1) Narrative (maximum of 2 pages)

    (2) Enclosures (supporting of documentation)

    Tab D. Leadership and Innovation

    (1) Narrative (maximum of 2 pages)

    (2) Enclosures (supporting documentation)

    Part III. Additional Information

    Tab A. Nominee Information

    Tab B. Pictures, Articles, etc.

Figure D-1. Sample Table of Contents for UMP Packet

---

1. List specific MOS/Job Series/Specialty Code.

2. Show number of authorized personnel for each of the above. of requisitions rejected divided by the total number of requisitions(for each month.)

3. Show number of on hand personnel for each of the above (based on 12 month average).

4. Show the percentage of fill (based on 12 month average).

Bullet Comments:
o Use bullet comments to explain any of the above items, provide additional information, and provide specific comments as to unit personnel readiness

Figure D-2. Authorized Personnel Fill

---

1. List nomenclature for authorized equipment.

2. Show number authorized, number on hand, any coverages or shortages, and the percent of fill for each listed item (end of year snapshot).

Bullet Comments:
o Use bullet comments to explain any of the above information or to provide additional information.

Figure D-3. Authorized Equipment Overages and Shortages

Show operational readiness rate for each month of the FY.

Bullet Comments:
o Use bullet comments to provide any additional information to explain the equipment readiness rates.

Figure D-4. Equipment Readiness Rates

---

1. Number of prescribed load list (PLL) lines authorized during each month of the FY.

2. Percentage of the authorized PLL lines at zero balance (average for each month).

3. Percentage of requisitions which were high priority (number of high priority requisitions divided by the total number of requisitions) for each month.

4. Percentage of requisitions which were rejected (number

BULLET COMMENTS:
o Use bullet comments to explain any of the above items, provide additional information, indicate how the unit controlled and managed any excess parts, and describe the repair and return of reparables in support of the maintenance program.

Figure D-5. Management of Class II, III, VII & IX Supplies

Appendix E
MANAGEMENT CONTROL EVALUATION CHECKLIST

E–1. FUNCTION: ARMY OIL ANALYSIS PROGRAM (AOAP)

E–2. PURPOSE:
To assist the Division ADC–S/MACOM G–4 in evaluating the key management controls. It is not intended to cover all controls.